

Harper County Job Description

Job Title: Clerk

Department: Register of Deeds

Reports To: Register of Deeds

FLSA Status: Non-exempt

Pay Range: 3

Prepared By: Register of Deeds

Prepared Date: July 30, 2008

Approved By: Board of County Commissioners

Approved Date: August 11, 2008

Summary: Under the supervision of the Register of Deeds, the Clerk is a non-exempt position under the FLSA. Primary responsibility is to assist the public with recording of land transfers, mortgages and other documentation pertaining to real property. This position has frequent contact with the general public.

Essential Functions and Responsibilities. Other duties may be assigned.

- Records official documents and reviews documents for accuracy, completeness, and proper signatures. Contacts responsible parties when not correct or complete.
- Researches information (such as , oil and gas interests, land ownership, genealogy requests, UCC searches). Assists the public submitting documents for recording such as deeds, mortgages, UCC Fixture Filings, tax liens, death certificates, and military discharges.
- File documents into the records of the Register of Deeds office in a timely, efficient and accurate manner.
- Maintain databases for information collection.
- Assist other departments with postage machine and take mail to the post office.
- Makes copies and scans information for electronic storage.
- Calculates mortgage registration tax and maintains mortgage registration books.
- Directs information to other departments when necessary.
- Operates office equipment such as scanners, computers, fax machines, mail machines, reader printers, and adding machines.
- Answers the telephone, waits on customers and provides information to customers.

- Performs other duties and responsibilities as assigned.

Marginal Functions. Other duties may be assigned.

None.

Supervisory Responsibilities:

None.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner.
- Customer Service - Manages customer situations; responds promptly to customer needs; and meets commitments.
- Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; and remains open to others' ideas and tries new things.
- Oral Communication - Listens and gets clarification.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; and is able to read and interpret written information.
- Teamwork - Contributes to building a positive team spirit; and puts success of team above own interests.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; and supports affirmative action and respects diversity.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; and develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.

- Quality - Demonstrates accuracy and thoroughness.
- Dependability - Keeps commitments.

Education and/or Experience:

Minimum Experience – No experience and/or training required; or equivalent combination of education and experience.

Minimum Education – High school degree or GED.

Preferred Experience - More than one year of experience working in a abstractor office, other register of deeds office, law firm or in local government.

Preferred Education – None.

Qualifications/License/Certifications:

Valid Kansas Driver's License.
Bilingual in Spanish (preferred).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities:

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract more than six digit numbers and to multiply and divide with 10's and 100's. Ability to apply percentages and fractions..
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to apply Kansas Statutes to recording process.
- Ability to read and comprehend legal documents, prepare legal descriptions, verify legal descriptions for accuracy.
- Ability to read maps,

- Ability to work with computer software.
- Ability to travel to meetings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk, lift up to 25 pounds, push and pull book cart with up to 600 pounds of books. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.